

LABOR RELATIONS MANAGER I

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: July 15-19, 2002

Collective Bargaining Identification: M01

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I,
Headquarters
Debbie Cade, Associate Personnel Analyst,
Headquarters

Number of Incumbents: There are 2 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated May 31, 2002.

Names of the Subject Matter Expert(s) and their background:

JAN SALE, CHIEF, LABOR RELATIONS, HEADQUARTERS

Jan currently works as the Chief of Labor Relations for three months and has been a Labor Relations Manager I for six years. Jan has been with CDC for a total of 10 years and six months.

MIKE JAIME, STAFF SERVICES MANAGER III, HEADQUARTERS

Mike currently works as a Staff Services Manager III. He was a Labor Relations Manager I for two years plus. He has been with CDC for a total of 13 years and five months.

LABOR RELATIONS MANAGER I INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification-Labor Relations Manager I
- Duty Statement for Labor Relations Manager I
- State of Illinois-Labor Conciliator
- State of Tennessee-Human Rights Representative Coordinator, Human Rights Director, Human Rights Representative
- State of Minnesota-Labor Relations Agency Manager, Labor Relations Representative
- State of South Dakota-Labor Law Compliance Officer
- State of Alaska-Labor Relations Manager
- State of Delaware-Labor Law Enforcement Officer II
- State of Ohio-Labor Relations Mediation Bureau

Other sources were viewed for information (e.g. history file, various other state specifications); however, the information was not relevant to the job analysis and therefore not included.